

# **Special Event Permit Application**





## NARRATIVE

A detailed narrative to describe your event and its site plan or route is required to assist the Special Events Permit Committee to understand your event. Please describe all activities and provide a timeline of your event if you are a moving venue (i.e. run, parade, etc.) Provide a description of parade/run/march including street and lane closures. Attach the proposed route and barricade plan and indicate the start and finish areas. Please attach the narrative and/or timeline below or attach the narrative/timeline on separate sheet(s) to your application.

## EVENT DATES AND HOURS OF OPERATION

	<u>Date</u>	<u>Day of week</u>	<u>Hours from am/pm</u>	<u>to am/pm</u>
Setup:				
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				
Dismantle:				

Anticipated Attendance:	Per Day	At One Time	Total
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## SITE PLAN

**A scaled & complete site plan must be submitted with your application.** Please include the location of all on-site buildings and parking areas, the location of the existing fire lanes; the proposed locations and dimensions of all tents, fences, stages and bleachers as well as the location and type of all speakers, signs, and inflatables. Show nearest cross streets, serving areas, & security positions. If your event includes an extension of premises of your liquor license, also show any tables and chairs, stage(s), bars, port a potties etc. within the extension. Include length and width of extension of premises. The site plan is required to have dimensions of the length and width of the total area and the dimensions of the above stated items shown on the plan so that an accurate occupant load may be determined by the Fire Department. Use this sheet or attach additional sheet(s).



IF YOU ANSWER YES TO ANY OF THE QUESTIONS ON THIS CHECKLIST, PLEASE COMPLETE THE CORRESPONDING SECTION(S). SUBMIT ONLY YOUR APPLICATION AND THE SECTION(S) RELATED TO YOUR EVENT. PLEASE MARK N/A FOR QUESTIONS THAT DO NOT APPLY TO YOUR EVENT.

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YES NO N/A

SECTION 1  
ORGANIZATIONAL STATUS/PROCEED/REPORTING

1. Is the host organization a commercial entity?
  2. Is the host organization a bona fide tax exempt, nonprofit entity?
  3. Are patron admission, entry or participant fees required?
  4. Are vendor or entry fees charged? Contact Tax & License at (480) 312-2400 with questions.
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YES NO N/A

SECTION 2 - PUBLIC SAFETY/POLICE

1. Will you need to hire off- duty police officers for security or to direct traffic? (if yes or no, complete section 2). Contact [Sergeant Mike Reardon](#) with the Police Dept. at (480) 312-4390 with questions.
2. Will there be tents or canopies? Contact (480) 312-1853 with any questions.
3. Is there a need for standby emergency medical staff paramedic(s)/emergency medical technician(s)?
4. Will you require temporary fencing?

YES NO N/A

SECTION 3  
PARKING AND TRAFFIC PLAN

1. Will your event utilize a valet parking service?
2. Do you have enough on-site parking to accommodate added traffic or parking spaces removed due to your event?
3. Will any parking for this event occur off the premises of the event?
4. Will your event involve the use of a shuttle and/or alternate parking sites?
5. Will you need a sign plan to show the placement of signs directing people to your event, a shuttle plan to show shuttle routes and pick-up/drop-off locations, or a barricade plan to show road or lane closures? Contact [Walt Brodzinski](#) in Traffic Engineering at (480) 312-7757 with questions.
6. Will you be impacting the area within 50 feet of a bus stop or trolley stop or closing a street on which buses or trolleys operate? Contact [Debra Astin](#) at (480) 312-2526 with questions.
7. Will any part of your event (people, booths, vehicles, equipment) take place in the public street?
- 8.
- 9.

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SECTION 4

YES NO N/A

ENTERTAINMENT AND EVENT NOTIFICATION

1. Are there any musical entertainment features related to your event?
2. Will sound checks be conducted prior to the event?
3. Will outdoor sound amplification be used?
4. Do you plan to have a patron dance component to either live or recorded music at your event?
5. Will inflatables, hot air balloons or similar devices be used at your event?
6. Does your event include fireworks, rockets, lasers or other pyrotechnics?
7. Will your event include signs, banners, decorations or special lighting?
8. Does your proposed event include sexually oriented activity (including any type of nudity) etc.?
9. Will you require street banners? (see [criteria for use of street banners](#)) If yes, contact [Nicole Curtis](#) at (480) 312-7673.

YES NO N/A

SECTION 4  
ENTERTAINMENT AND RELATED ACTIVITIES

10. Will there be a portable power generator used for the event?
11. Will you be using searchlights?

YES NO N/A

## SECTION 5 - TAX / LICENSE

1. Does your event include food concession and/or preparation areas?
2. Will any items, such as beverages, clothing, art, CD's, etc., be sold during your event?
3. Are you renting booths or charging entry fees?

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YES NO N/A

## SECTION 6 – ALCOHOL

1. Does your event involve the serving or sales of alcoholic beverages?
2. Will you need to apply for a special event liquor license? (If using a 501 C-3 organization). To obtain an application call Tax & License at (480) 312-2400 or go on line:  
<http://www.scottsdaleaz.gov/licenseguide/licensecatalogdetail.asp?t=sel>
3. Have you applied for your special event liquor license?
4. Will you need to apply for an extension of premises? (if an existing business has a liquor license on the property – To obtain an application call Nicole Curtis at (480) 312-7673 or go on line:  
<http://www.azll.com/a-forms/EXTENSIONOFPREMISESPATIOPERMIT.pdf>
5. Do you meet insurance requirements such as the 5 million dollar liquor liability? Contact [Sue Welch](#) in Risk Management at (480) 312-2509 with questions.

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## SECTION 7 - SANITATION

YES NO N/A

1. Do you have a plan for cleaning up after your event?
2. Do you plan to provide portable restroom facilities at your event?



## APPLICANT'S AUTHORIZATION

To the extent allowed by law, Applicant agrees to defend, indemnify, and hold harmless the City of Scottsdale, its agents, officials, and employees from and against all claims, damages, losses, injuries, illness, accidents relating to, arising out of or resulting from the use of this Special Event application and the information contained therein, and its resulting permits.

Applicant acknowledges that the information provided in this application is true and accurate to the best of Applicant's knowledge and belief.

Applicant understands that failure to comply with the conditions or stipulations of this permit including but not limited to liquor control, traffic control, insurance requirements, clean up conditions, noise volumes and event start and end times, will be considered as a critical element of the review of any subsequent applications for a period of one year. Gross failure may disqualify you from being issued a special event permit during that time.

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Signature and Title of Applicant

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Date

Print Name and Title of Applicant



## SECTION 1

### Organizational Status/Proceeds/Reporting

If the host organization is a bona fide tax exempt, nonprofit entity, you must attach a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.

If patron admission, entry or participant fees are required, please provide amounts:\$ .

If vendor or other fees are required, please provide amounts: \$ .

\$ Estimated gross receipts including ticket, entry, vendor, product and sponsorship sales from this event. Please explain how this amount was computed.

\$ Estimated expenses for this event.

\$ What is the project distribution or net dollar amount the host organization will receive from this event?



## SECTION 2

### PUBLIC SAFETY/POLICE

As an event organizer, you are required to provide a safe and secure environment for your event through sound preparation and anticipating potential concerns. The Scottsdale Police Department has the final authority to determine your event security requirements.

Please describe how you will ensure a safe and secure event. The description should include specific information such as security personnel stationed at the entry/exist points, liquor control, crowd control, money or merchandise protection, etc. Attach a separate sheet(s) if necessary.

Indicate below the type of personnel providing security at your event. You may check more than one box. If you are hiring security personnel, Arizona law requires the security company and its security personnel to be licensed through the AZ Dept. of Public Safety. This does not apply to in-house security or volunteers provided by the business or organization hosting the event. For addition information contact the DPS Licensing Unit at 602-223-2361.

I plan to use:

In-house staff or volunteers. Estimated number

Hired security personnel. Estimated number

Company name

Contact person

Phone number

Scottsdale PD off-duty officers. Estimated number

Call 480-312-4385 for rate information or to make arrangements to hire SPD off-duty officers.

Off-duty officers from another agency. Estimated number

Department/Company name

Contact person

Phone number



## SECTION 2

### PUBLIC SAFETY/FIRE

**If there will be tents or canopies, please complete the following:**

Number of tents:                      or canopies:                      .

Note: Tents over 200 square feet and canopies (three open sides) over 400 square feet will require a permit. Your tent supplier will need to contact the Fire Department at (480) 312-1853 to acquire the permit.

Tent Supplier:    Contact:    Phone:

**\*You must include a site plan, which indicates exact locations and dimensions of tents/canopies.**

The tent company which you hire must apply for the tent permit. Tent permit applications must be received by the Fire Department at least 10 days prior to your event. Please ensure that the tent company faxes the permit application to 480-312-1850 attn: Mark Zimmerman.

#### **Medical Standby**

The Fire Department requests that you have an emergency medical standby when the daily attendance of the event is anticipated to exceed 5000 people.

If there is a need for standby emergency medical staff (paramedic(s)/emergency medical technician(s)), provide the name of the agency or company providing the service with a contact name and phone number:

Agency/Company Name:

Phone No:

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Please show any temporary fencing on your site (or run/parade/march) plan and provide the following information regarding temporary fencing (if any):

Fencing Company Name:

Contact:

Phone No.:

Address:



## SECTION 3

### PARKING AND TRAFFIC PLAN

If your event will utilize a valet parking service, please indicate name and contact number for valet company: The Downtown area requires the valet company to have a Scottsdale Valet License (available through Scottsdale Tax & License Division).

**A valet parking plan must be included with this application.**

Company Name:

Company Contact:

License Number:

Downtown area requires the valet company to have a Scottsdale Valet License (available through Scottsdale Tax & License Division).

If your event will involve the use of a shuttle and/or alternate parking sites, please describe the location and submit a written agreement of the affected property owner.

If any part of your event (people, booths, vehicles, equipment) take place in the public street, Please describe below any sidewalk, lane and/or street closures proposed with your special event. (Note: Street closures require notice and acknowledgment of impacted parties in the area.)

Please provide the specific street segments that are proposed to be closed.

If there is a need for City off-duty police officers to control traffic, please describe all the required and the estimated number of officers for each location (Scottsdale Police Department will determine the final number. Only sworn police officers can direct traffic on public streets):

If NO, please describe why the event will not have a significant impact on the surrounding public streets.



## SECTION 4

### ENTERTAINMENT AND EVENT NOTIFICATION

Please note that neighborhood notification will be required if you propose to have off-site parking, out door amplified sound, fireworks, street closures, etc. Your notice must include a complete and detailed description of your event, contact person and a phone number, i.e. cell phone #, that people can call prior to, during, and after the event. The notice must also include set up and tear down times, the shut off time for the music and the anticipated attendance for the entire night. Submit a sample notice with your application; staff must approve your event notice before it is sent out. Also include a map of the area which you have notified or are planning to notify. You may also be required to complete the Notification of Impacted Area form.

What form of notification delivery will you be using? Letter(s)      Door Hangers      Flyers      Other  
If other, what kind?

Number of Stages:

Number of Performers:

Performer name and music type:

If sound checks will be conducted prior to the event, please indicate:

Start Time

Finish Time

If sound amplification will be used, please indicate:

Start Time

Finish Time

**Note: Outside amplified music in the Downtown must cease by 11:00 PM, elsewhere in the city it is 10:00 PM. The specific time will be established with the conditions included in the Special Event permit.**

If you are planning to have a patron dance component to either live or recorded music at your event, please describe:

Describe the sound equipment used for the event:

If your event includes fireworks, rockets, lasers or other pyrotechnics, please describe:

If your event includes sexually oriented activity (including any type of nudity) etc., please describe.

Specifically, what type and how many inflatables, hot air balloons or similar devices will be used at your event? i.e. fly guy(s)

If your event includes signs, banners, decorations or special lighting, please describe below and attach an example(s).

Note: All signage and banners are subject to Zoning Ordinance provisions.

Please describe the portable power generator which will be used for the event and the location.



## **SECTION 5**

### **FOOD/CONCESSIONS**

If your event includes food concessions and/or preparation areas, please describe how food will be served and/or prepared.

If, any items, such as beverages, clothing, art, etc., will be sold during your event, please provide a complete list of vendors. (Attach additional sheets if needed). Note: Each vendor will require a transaction privilege tax license to report sales tax. If tables/booths are rented to vendors, a transaction privilege tax license is required for rental fees. A vendor list must be submitted to Tax & License Registration 45 days prior to the event. The list must be updated bi-weekly.

Contact Tax & License at 480-312-7625 or 480-312-7932.

**BUSINESS & VENDOR NAME:**

**PHONE#:**

**ADDRESS:**

**SCOTTSDALE LICENSE NO.:**  
(Or license application date)



## SECTION 6 ALCOHOL

If you plan to sell or furnish alcoholic beverages at your event you will be required to obtain a separate Special Event Liquor License with the City of Scottsdale and the Arizona Department of Liquor Licenses and Control, or Extension of Premises Permit through the Arizona Department of Liquor Licenses and Control. The special event liquor application must be submitted to the City of Scottsdale Tax & License Registration Office (480) 312-2400 at least 21 days prior to the event. In addition, you will be required to provide Liquor Liability insurance in amounts commensurate with your event. Liquor Liability insurance must name the City of Scottsdale as Additional Insured. Required coverage and limits will be at the discretion of the City's Risk Management Division depending on the size and scope of the event.

If your event involves the serving or sales of alcoholic beverages, please check all that apply:

Any Free Alcohol Provided by Host

Beer and Wine

Alcohol Sales

Beer, Wine and Distilled Spirits

Host and Sale Alcohol

The Arizona Department of Liquor Licenses and Control has adopted standards for alcohol training programs for servers (See Arizona Administrative Code, Title 19).

Has your organization, business and/or serving personnel completed an alcohol serving training program?

Yes

No

If you are applying for a Special Event Liquor License, please provide the following information:

Name of charity:

IRS 501c #

Fraternal, civic, political or religious organization:

Percent of proceeds from special event liquor license given to charity, fraternal, civic, political or religious organization listed above % (Must be a minimum of 25%)

Percent of proceeds for event operator(s) % (Proceeds to organization and event operator must equal 100%).

### Insurance requirements for Special Event Liquor Licenses on City Property:

Event at any City owned building that is walled and fenced with controlled access:

- Liquor Liability Requirement: \$1,000,000 each Common Cause, \$1,000,000 Annual Aggregate.

Event at City owned parking lot, park, open air structure:

- Liquor Liability Requirement: \$5,000,000 each Common Cause, \$5,000,000 Annual Aggregate.
- Note: Scottsdale Cultural Council, Scottsdale Stadium, and Westworld have existing and exclusive liquor vendors. Any change from an exclusive liquor vendor requires a waiver.

Event on City-owned (public) streets, sidewalks, rights-of-way, and all extensions from an existing licensed liquor establishment into public rights-of-way, sidewalk or street:

- Liquor Liability Requirement: \$5,000,000 each Common Cause, \$5,000,000 Annual Aggregate.





## SECTION 6 ALCOHOL

### **Temporary Extension of Premises Permit:**

A permit is required by the Arizona Department of Liquor Licenses & Control in order to temporarily expand or enlarge the area, which is covered by your current liquor license. This permit is reviewed by the City of Scottsdale and a recommendation is made to the State. Provide a copy of your completed application with this Special Event Permit Application. The temporary extension of premises application may be obtained at Development Services, 7447 E. Indian School Road, Suite 100, or at the Arizona Department of Liquor Licenses and Control, 800 W. Washington 5<sup>th</sup> Floor, Phoenix or on line at <http://www.azll.com/a-forms/EXTENSIONOFPREMISESPATIOPERMIT.pdf>

Describe your security plan to ensure the safe sale or distribution of alcohol at your event: (attach additional sheet(s), if necessary).

### **PLEASE NOTE:**

If your event includes a temporary extension of premises, you must obtain an occupant load for your extension from the Fire Department. Please include a detailed site plan showing the location of the extension of premises requested, and any tables and chairs, stage, bars, port a potties etc. within the extension. Also include length and width of extension of premises.

The detailed site plan is required to have dimensions of the length and width of the total area and the dimensions of the above stated items shown on the plan so that an accurate occupant load may be determined.



## SECTION 7 SANITATION

Please describe your plan for the cleanup and removal of recyclable goods, waste and garbage during and after your event:

**Please Note:** Unless approved differently by a stipulation(s) through the Special Events Committee, event cleanup and equipment removal will be completely finished by 9am the next day, including removing stages, barricades and fences, temporary toilets and other event production equipment; and picking up trash, power washing sidewalks and gutters, street sweeping and other cleanup/grounds maintenance stipulations. Also, event production will require additional trash containers to sufficiently handle all trash from the event without having to use any trash containers already in place for existing business activities.

Person/company responsible for cleanup:

Phone:

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site, which will be available to the public during your event.

If you plan to provide portable restroom facilities at your event, provide total number of portable toilets:

Number of ADA accessible toilets:

If no, please explain:

Restroom Company:



## NOTICE AND ACKNOWLEDGEMENT OF SPECIAL EVENT

### PLEASE PRINT THIS FORM AND SUBMIT ORIGINAL SIGNATURES.

We the undersigned, have been briefed and understand the public right-of-way closure proposed on

(street name(s))

on

(days)

We understand that

(street name(s))

will be unavailable for public parking. Parking lots in the area will be available and have appropriate signage. Traffic control will be provided by City and event staff

(time before & after event)

Customer questions can be directed to

(name, title, & phone number for event staff)

We further state, by checking and signing the appropriate boxes below, that we approve or disapprove of the proposed closure. (NOTE: City approval of this closure will require 100% approval of the affected merchant or residential occupants.)

PLEASE ATTACH ADDITIONAL SHEETS IF NEEDED.

Business Name	Address	Approve	Disapprove	Signature
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